Digital Storytelling Facilitator Packet

Enclosed in this packet are the materials to run a Digital Storytelling workshop under the San Mateo County Office of Diversity and Equity (ODE) Storytelling Framework.

Materials included in this packet will be linked when mentioned.

For support from ODE, email the Storytelling Program at HS_BHRS_STORYTELLING@smcgov.org. Please request materials (flyers, cameras, blank applications, projectors, or laptops) at least 1 month before your Digital Storytelling workshop.

What is Digital Storytelling?

Digital Storytelling is a process by which people can identify, represent, and enhance their community through video stories. Each participant produces a 2-3 minute videos that includes photos and a recorded narrative.

Considering structural impacts on wellness such as racism, discrimination, and poverty, these workshops broaden the definition of recovery and reduce stigma. The stories shared are both personal and powerful. For some, they have created a sense of connection, and for others, they have opened the doors to treatment and recovery. Stories captured in our county shed light on important social issues including stigma against mental health and substance abuse and empower others with lived experience to share their stories.

ODE Programmatic Support

ODE offers two forms of support (General and Plus) to aid in running Digital Storytelling programs. In return, all facilitators are to collect and submit the following materials within one week after the workshop ends. A list of program materials for the day-of your program may be found here.

- Digital Storytelling Pre-program questionnaires, Digital Storytelling Post-program questionnaires
- Demographic questionnaires
- Evaluations
- Sign-in Sheets
- County Media Release forms to offer to all participants and indication of which stories are released (respect the decision of all participants). (note: you may still need a release form for your own organization.)
- Final Digital Storytelling projects (Please share WeVideo projects with Siavash Zohoori at szohoori@smcgov.org.)

Request an application for ODE programmatic support by emailing Siavash Zohoori at: szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org

Support Option	Features	Requirements
General	Flyer design Cameras Projector + mac adaptor MacBook Pros for 5 participants Consultation Co-facilitation Programmatic materials (English, Spanish coming soon)	Sign-in sheets Pre- & post-program questionnaires Demographic questionnaires Evaluations Active facilitator certification Offered media release **Recommended** 1:2 Facilitator-to-student Intentionality about reaching new audiences Clinician present at meetings
Plus (+)	General support features Incentives ($25 /person) Lunch	General support requirements Application for 'Plus' support

To earn and maintain certification as a Digital Storytelling facilitator, you must:
- Complete the "Digital Storytelling: Facilitator Training" program in full
- Pre-program consultation with storytelling program prior to publicizing the program
- Storytelling coordinator (Siavash Zohoori) present as a co-facilitator at your first program
- Post-program reflection with storytelling coordinator (Siavash Zohoori)

Incentives are only eligible to groups and organizations not funded by the Office of Diversity and Equity.

PHASE 1: PRE-WORKSHOP CHECKLIST

Develop your framing question

You probably already have an idea of who your program participants are. This section will help transform your inspiration to host an impactful Digital Storytelling program. Start thinking about your program objectives and target audience. For example, the Digital Storytelling process may be used as a healing program for the community and as a tool for advocacy. Final Digital Storytelling projects may be displayed as part of a health fair or used as part of community-based participatory research (CBPR) for a public health intervention.

Here are some questions to consider supporting you in developing your **framing question** – this is the question that will guide the participants in creating their projects.

- Who are your program participants? Who will be producing Digital Storytelling projects?

- What issue do you hope to address/challenge?

- Who are the stakeholders in this issue?

- Are you planning to work on an issue that affects a community with whom you don't identify? If so, who would be an appropriate guest facilitator to introduce and present on the issue?

- How will Digital Storytelling help your participants?

- Who is your target audience? Who do you want the finished projects to reach?

- How will these Digital Stories be presented? (gallery display, youtube, etc.)

Framing question:

Once you have finalized your framing question, contact ODE for approval and we will work with you to develop your approach for working with the theme or issue.

3 Months Prior to Program
- ▢ Reserve a room that allows food
- ▢ Reserve a room for the second day to record narratives
- ▢ Plan or order catering
- ▢ Coordinate co-facilitators to support participants in writing their stories and a clinician to offer psychological support by holding space during the program times
- ▢ Invite guest presenters if needed
- ▢ Brainstorm where to share finished Digital Storytelling projects, and contact venues if applicable
- ▢ Request from ODE (email Siavash Zohoori at: szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org):
  - ▢ General support or Plus support

2 Months prior to workshop
- ▢ Publish flyers and applications
- ▢ Outreach to community and providers
- ▢ Create presentation about framing question

1 Month prior to workshop
- ▢ Review and admit satisfactory applications
- ▢ Provide notice to participants with satisfactory applications and notify them that they need to bring 15-20 pictures that relate to the theme/framing question of the workshop
- ▢ Forward names of participants to storytelling coordinator to create WeVideo accounts for each participant
- ▢ Check in with clinician about ways they would like to support the facilitation of the group (i.e. 1:1 script coaching, self-care group exercises, etc.)

Day before the workshop
- ▢ Confirm with participants the day before workshop via phone

PHASE 2: WORKSHOP HOW-TO

This "How-to" instructional guide includes a part-by-part purpose, materials to bring, and processes to facilitate a Digital Storytelling workshop using the ODE Storytelling Framework. The program totals to a sum of 24 hours and may be adapted to fit your time constraint, as long as the program does not go over two weeks. We recommend that program meeting times fall close to one another to maximize participant engagement.

Part 1

PURPOSE: The first part of the Digital Storytelling program is to support the participants in developing their understanding of the theme/issue, set the tone for the group, and begin exploring their narratives. The facilitator needs to establish a space in which the participants feel respected and their truths are honored.

Agenda

	Activity	Time
1	Sign-in, snacks, and forms	20 minutes
2	Introductions	20 minutes
3	Group Agreements	20 minutes
4	Theme and intentions	20 minutes
5	Break	10 minutes
6	Storycircle	60 minutes
7	Script writing & Lunch	Rest of day
8	Debrief & Self care	10 minutes

✔️ Part 1 materials

Print these materials ahead of time and make sure to bring them to the workshop!

- ▫ Sign-in Sheet
- ▫ Pre-program questionnaire
- ▫ Demographic questionnaire
- ▫ MacBook Pros (1 for each participants + 1 back up)

E-materials:

- ▫ Digital Storytelling Presentation
- ▫ Digital Stories

Electronics:

- ▫ Projector & laptop if needed for presentation

PROCESS

1. Sign-in, snacks, and forms (20 minutes): Make sure each participant completes the Pre-program questionnaire and Demographic questionnaire!

2. Introductions (20 minutes):

   • The lead facilitator will introduce themselves and the program. They will also introduce the guest speaker if that person is present.

   • Ice Breaker: Invite participants to introduce themselves and their motivations and goals for the workshop. Let participants know that there will be time to share their stories later in the meeting.

For example, "Introduce yourself and tell us a bit about what brought you to this program and what you hope to get out of it."

3. Create group agreements/norms together (20 minutes):

   • As participants will be sharing their stories, this need to be a comfortable space for growth. Facilitate a conversation about group agreements/norms and take notes on an easel.

   • At the end of the exercise, ask participants if there is anything missing on the list of agreements and if they agree to everything written on the easel.

   • If you are concerned about the participants' behavior, ask them how they would like to be held accountable to the agreements.

4. Discussion of the theme or issue your Digital Storytelling workshop will address (20 minutes): This may be done by the lead facilitator or a guest facilitator.

   • Share the framing question with the group. Let participants know that there will be time to share their stories after the break. Listed below are some prompts that may help guide the conversation:

       o "What are your thoughts about this topic?"

       o "Why do you want to share your story/create a Digital Story?"

       o "Who needs to hear your stories?" "Why do they need to hear them?"

       o If relevant: "How might your Digital Storytelling project help people diagnosed with mental health issues or in recovery from substance abuse?"

       o "Who else might your Digital Storytelling project help?" "How?"

5. Break (10 minutes)

6. Presentation: "Digital Storytelling: A How-To"

   • Facilitate a discussion about the elements in the Digital Story after each story is shared. (Elements are listed in the "7 Steps of Digital Storytelling" slide)

7. Storycircle (60 minutes – about 10-15 minutes per participant): As a group, ask participants to share and reflect on the stories that came to mind when discussing the theme and intentions. Guidelines on next page

   • Invite participants to take notes.

8. Script-writing (Rest of day): It is recommended that participants immediately transition to writing their stories to utilize the feedback and momentum built from the storycircle. Participants are allowed to grab lunch, use the restroom, and do whatever they need to do to take care of themselves throughout the writing process. Guidelines on next page

9. Debrief and self-care (10 minutes): It is recommended that the supporting clinician facilitates the closing process. They are welcome to close the space as they would like. A potential prompt for group sharing can be: "How are you feeling now, and what is one thing you will do (out of your ordinary routine) to take care of yourself?"

Homework: Participants who have not brought any pictures should come back with 15-20 pictures.

Storycircle Guidelines – *Adapted from StoryCenter, Berkeley, CA*

Storycircles are a space in which participants can explore their stories for their Digital Storytelling projects. Some participants use the space to practice sharing their story, while others may bounce their ideas off of the group.

While facilitating the Storycircle, share these rules with the participants, and do your best to hold yourself and the group accountable to them:

1. We are susceptible to becoming sidetracked or forgetful or where we are headed when/if interrupted. Allow the participant to complete their presentation before opening it up for the group to provide comments or ask questions.
2. Sharing stories can make people feel vulnerable. Begin with an affirming comment first, then share your feedback or ask a question.
3. Sometimes it's easier to envision a solution or an approach to telling a story when it's someone else's rather than your own. Brainstorming is good, but we ultimately want to foster the ownership of each story by the individual to whom it belongs. Guide the participants who choose to give feedback to use the phrase "if it were my story…" at the beginning of their suggestions or concerns.
4. If you have heard a similar comment or question addressed in the discussion by another person, please refrain from repeating it unless you feel you have significantly new insight. Instead, share your agreement through a hand gesture.

Script Guidelines
- Scripts must be about 250 words in length (2-3 minutes read out loud). Each story should have a title.
- Stories should have a clear storyline and connection to the message that the participant wants to convey.
- Scripts may be written on laptops or paper—it is up to the participant!
- Scripts should be written with the storytellers speaking voice, not like an essay!

Part 2

PURPOSE: In the second part of the Digital Storytelling program, participants complete scripts, record narratives, and begin composing digital stories. The facilitator needs to be aware of everyone's progress and keep all participants on track.

Agenda

	Activity	Time
1	Sign-in and snacks	10 minutes
2	Check in	10 minutes
3	Script writing	20 minutes
4	Video editing tutorial	20 minutes
5	Record audio narratives	
6	Individual Work and Lunch	
7	Debrief & Self care	10 minutes

✔ **Part 2 materials**

Printed materials:
- ▢ Sign-in Sheet

E-materials:
- ▢ WeVideo accounts for each participant

Electronics:
- ▢ Projector & laptop if needed for presentation
- ▢ Camera, bag, charger, battery, SD card
- ▢ Microphone
- ▢ MacBooks for each participant

PROCESS

1. Sign-in and snacks (10 minutes)

2. Check in (10 minutes): Check in with the group to see how far along each participant is.

3. Script writing (20 minutes): Participants should near the completion of their scripts

   - Each participant needs facilitator approval that their script is ready for recording.

4. Video Editing Tutorial (20 minutes): As participants near the completion of their scripts, demonstrate a walkthrough of the editing software.

   - Even if all participants have not yet completed their scripts, it is important to do the walkthrough at this time so participants wrap up their scripts and continue in the Digital Storytelling process.

5. Record audio narratives: Set up a microphone in another room and invite participants (one at a time) to record their narratives.

   - You will act at the audio engineer. Manage the recording software and coach the participant to perform their script.

   - Be mindful of speed, emotion, and background noise. Gaps may be edited after.

6. Individual Work and Lunch: Allow participants to work at their own pace, offering them coaching when they need. Lunch should be available. Participants should have a draft of their digital story by the end of the day.

7. Debrief and self-care (10 minutes): It is recommended that the supporting clinician facilitates the closing process. They are welcome to close the space as they would like. A potential prompt for group sharing can be: "How are you feeling now, and what is one thing you will do (out of your ordinary routine) to take care of yourself?"

Recording the Narrative

The voiceover, or recording of scripts, is foundational to all digital stories. It humanizes and captures the essence of the storyteller, adds emotion, tempo, strength, and emphasis.

Recording can cause participants some anxiety, especially since hearing one's own voice played back is strange to many people. Here are some things to do that may ease the discomfort:

- Suggest for the storyteller to read the script as if they are speaking to you.
- Record the whole script a few times, and then put the best pieces together. It sounds more natural that recording specific parts of the script to fix errors.
- Support the storyteller as they share what makes them uncomfortable about the recording process. This could be an opportunity to challenge self-judgement and support their empowerment.

A computer microphone will suffice for recording a voiceover. In fact, iPhones have even better microphones. Best case scenario, you will borrow ODE's USB microphone to record voiceovers.

Within the participant's project on WeVideo, click on the microphone button to enable recording mode. On the laptop, go to System Preferences > Sound > Input and select the Blue Snowball Microphone. Now, you are all set to record their narrative!

Part 2 continued (if needed)

Depending on the pace your participants work, you may offer another individual work day before Part 3, the final part of the program. Meet the group where they are and support them with whatever they need to succeed.

Part 3

PURPOSE: In the third part of the Digital Storytelling program, participants complete their Digital Stories and are invited to join together for a group premiere.

Agenda

	Activity	Time
1	Sign-in and snacks	10 minutes
2	Check in	20 minutes
3	Complete Digital Stories	
4	Premiere Stories and Lunch	1 hour
5	Debrief & Self care	10 minutes
6	Fill out forms	20 minutes

✓**Part 3 materials**

Printed materials:
- Sign-in Sheet

E-materials:
- Photo presentation (Day 3 prep)

Electronics:
- Projector & laptop for photo presentation

PROCESS

1. Sign-in and snacks (10 minutes)

2. Check in (10 minutes): Check in with the group to see how far along each participant is.

3. Complete Digital Stories: Support participants to complete their Digital Stories in time to premiere to the rest of the group.

   • No Digital Story will ever be perfect. We are working for 'good enough.'

   • Finalize all digital stories in WeVideo to prepare for the final premiere.

4. Premiere stories and lunch (1 hour): Participants are invited to grab their lunches and join together to view the work of their peers.

   • Remind the participants of Storycircle guidelines, as they also apply for the premiere.

   • Show one digital story, open up the space for positive affirmations at the consent of he storyteller, repeat.

   • After the premiere, ask the participants where they would like these stories to be shared. Take notes.

5. Debrief and self-care (10 minutes): It is recommended that the supporting clinician facilitates the closing process. They are welcome to close the space as they would like. A potential prompt for group sharing can be: "How are you feeling now, and what is one thing you will do (out of your ordinary routine) to take care of yourself?"

6. Close. Make sure each participant completes these forms:

- Post-program questionnaire
- Participant evaluation
- Stipend receipt form
- Media release form (optional)

PHASE 3: POST-WORKSHOP WRAP-UP

Within 1 week after the workshop

Send the following required documents to ODE Storytelling Coordinator, szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org):

- Sign-in sheets
- Storytelling Pre-program questionnaires
- Storytelling Post-program questionnaires
- Demographic questionnaires
- Evaluations
- County release forms
- Final Digital Storytelling projects—include all final images, scripts, and titles.
  - No action needed as storytelling coordinator has administrator access to WeVideo accounts
- Notes from Day 4 regarding where participants would like their final Digital Storytelling projects shown.
- Follow up with ODE Storytelling Coordinator to debrief and determine next steps to share the stories.